

Administrative Support Specialist: Salary Range: \$9-11 Hourly

Location: Battle Creek office

Part time hourly

Guardian Finance and Advocacy Services is looking for a skilled and energetic clerical and administrative support person to work out of our Battle Creek office. This individual will handle a wide range of tasks, including filing, data entry, general clerical & receptionist duties. Part time 24hrs/week allowing flexible hours. Requirements include: Associates Degree or equivalent experience, experience with persons with disabilities, computer proficiency. Learn more at yourguardian.org. Learn more at www.yourguardian.org

Email resume to Martha Morgan mmorgan@yourguardian.org or fax 269-966-2485